

Section 12 Contract Change Processing

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INTRODUCTION

Purpose

This section addresses contract change database records and processes. The purposes of Section 12 are:

- ! To provide a structured document to be used for processing within the contract change database.
- ! To provide concepts for processing within the contract change database.
- ! To provide procedures for processing within the contract change database.
- ! To provide data entry instruction by screen for processing within the contract change database.
- ! To provide documentation and instruction for processing of as required reports within the contract change database.

All of the basic information required for processing within the contract change database is contained within this section.

Structure

This section is comprised of a minimum of 4 chapters. Chapter 1 addresses Concepts, Chapter 2 addresses procedures, Chapter 4 addresses the documents (screens), and Chapter 6 addresses any applicable as required reports and processing procedures. Each chapter will contain a table of contents for that chapter for ease of reference and location of desired information.